



Saint George's Episcopal Church
Umbrella Risk Management
Manual

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Philosophy

St. George's pursues risk management in an effort to curtail fraud, waste, and abuse of its people, physical, and financial assets. This is a serious commitment by the leadership and staff of this Church.

This 'umbrella policy' document will serve as the source for all risk management policies of the ministry areas at St. George's. Individual risk management policies are listed under the cognizant ministry area. Since this will be a "living" document, the Vestry liaison for the specific ministry area will be the primary contact for the risk management policy.

The Financial Management Ministry Area has taken responsibility for surveying and collecting the various risk management policies in existence at St. George's Episcopal Church. In April each year, the Financial Management Vestry Liaison will survey the Vestry liaisons for the other ministry areas to inventory and update the individual risk management policies.

The subsequent pages will detail the risk management policies of the various ministry areas.

Administration

Under the Administration Ministry area are the following activities:

- Personnel Committee. The Personnel Committee meets periodically to review staff evaluations and make salary adjustment recommendations to the Wardens for annual budget input.
- Personnel Information.
 - St. George's policies around hiring, interviewing, discrimination, reference checking, managing performance issues, termination of employees, etc. are found in St. George's Personnel Manual.
 - Personnel records to include contract, appraisals, and tax and personnel forms are maintained in a locked file cabinet in order to maintain privacy. Only selected individuals (Rector, senior Warden, Parish Administrator, and Bookkeeper) have access.
- Seminarian. Seminarians are placed at the discretion of and under guidelines provided by the Virginia Theological Seminary. The Rector is the supervisor for the training period for seminarians placed at St. George's.
- Office supplies and equipment. The Parish Administrator approves purchase of office supplies. Office equipment purchases are done after a resolution and approval by the Vestry.
- Computer online and maintenance services. St. George's contracts for online and maintenance services for its computer network. The online service also provides back up of St. George's data bases – personnel, financial, volunteer, and stewardship.
 - Access to these data bases is multi-level and controlled by password. The Parish Administrator is system administrator and has overall access. Access for other staff members/volunteers is limited to their area of responsibility. For example, the Bookkeeper and Treasurer can access only the financial module; the Contributions Secretary, only the Contributions module; regular office volunteers, the membership data base.
- Continuity of Operations Plan (COOP).
 - To be developed.

Adult Education

Under the Adult Education Ministry area are the following activities:

- Adult Education Program.
 - St. George's has a non-attribution policy for Forum speakers. Presentations by guest speakers, seminar leaders, and panelists constitute an important part of St. George's adult education program. So that these guests, as well as church members, may speak candidly, St. George's offers its assurance that their presentations at these parish forums will be held in strict confidence. This assurance derives from a policy of non-attribution that is morally binding on all who attend: without the express permission of the speaker, nothing he or she says will be attributed to that speaker directly or indirectly in the presence of anyone who did not attend the presentation.
- Cynthia Clark Library.
 - Check-out/sign-out procedures. **To be developed.**
 - Inventory control procedures. **To be developed.**

Buildings and Grounds

Under the Buildings and Grounds Ministry area are the following activities:

- Contract management.
 - Guidelines for evaluating bids and selecting a winner. **To be developed.**
 - Contract performance standards and enforcement. **To be developed.**
- Church maintenance. The Buildings and Grounds (B&G) committee prepares a maintenance plan and updates it annually. The B&G Committee secures multiple bids for large maintenance projects and presents for Vestry approval. The Facilities Manager performs routine and minor maintenance to the facilities.
- Grounds maintenance. St. George's contracts with a third party to do grounds maintenance and snow removal.
- Rectory. Currently St. George's rents the Rectory. A vestry liaison negotiates a contract with tenants. The Facilities Manager provides the routine maintenance. For larger maintenance or repair work, the Facilities Manager will work through the Vestry liaison for approval of contracts.
- St. George's maintains liability coverage and Workman's Compensation policies to provide risk management in these areas.
- Other Groups who use St. George's facilities.
 - General Guidelines.
 - Each regular user group must have an agreement in place between St. George's and the user group that defines the relationship (portions of the facility used, procedures, responsibilities, liabilities, etc.) between the parties,
 - Occasional and one-time users must execute a standard agreement that defines security, access, liability, portions of facility used, etc.
- Emergency Procedures.
 - Agreements with Arlington Police for emergency assistance. **To be developed.**
 - Procedures for handling injury or accident while on St. George's property. **To be developed.**

Children and Youth

Under the Children and Youth (C&Y) Ministry area are the following activities:

- Children's Sunday School. See below for risk management policies.
- Episcopal Youth Club (EYC). See below for risk management policies.
- Youth Activities. See below for risk management policies.

The Children and Youth (C&Y) Committee uses the sexual abuse prevention guidelines from the Diocese. The Sunday school teachers and EYC leaders have all had sexual abuse training, and certificates are held by the individual, with copies kept at the church.

Saint George's C&Y Committee uses the following the sexual misconduct prevention documents prescribed by the Diocese of Virginia:

Sexual Misconduct Prevention Manual:

http://www.thediocese.net/Content/WWW/CMS/files/misconduct_prevention_manual_2012.pdf

Child Care Handout:

http://www.thediocese.net/Content/WWW/CMS/files/SMPT_child_training_handout.pdf

Additionally, The C&Y Committee has emergency information forms and field trip forms for use by Sunday School students and EYC members. These are on the St. George's web site and found at:

http://images.acswebnetworks.com/1/2081/SundaySchool_Emergency_Info.pdf

Communications

Under the Communications Ministry area are the following activities:

- Publicity and advertising. .
 - Procedures for release information. **To be developed.**
- Communications Plan.
 - Media.
 - Personnel authorized to speak to media. **To be developed.**
 - Procedures for reviewing & approving public statements. **To be developed.**
 - Web-based communications.
 - Procedures for monitoring and ensuring security of web-based communications. **To be developed.**

Connections

Under the Connections Ministry area are the following activities:

- The Urban Abbey. There are no identified risk management procedures.
- Murky Book Club. There are no identified risk management procedures.
- New comer lunches. There are no identified risk management procedures.
- Bike trips/outings
 - Liability release forms. **To be developed.**
 - Security/Support of participants. **To be developed.**

Evangelism

Under the Evangelism Ministry area are the following activities:

- Evangelism. There are no identified risk management procedures.
- Newcomer outreach. There are no identified risk management procedures.

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Fellowship

Within the Fellowship Ministry are the following activities:

- Shrine Mont Parish Weekend.
 - Liability for participants. **To be developed.**
- Parish Kitchen and Social activities.
 - Kitchen accident liability.
 - Insurance/liability coverage. **To be developed.**
 - Emergency procedures. **To be developed.**
 - Anti-theft/fraud procedures to safeguard supplies and equipment. **To be developed.**
 - Policies relating to serving alcoholic beverages at Church-sponsored functions. **To be developed.**
 - Use of rented equipment (such as “moon bounce”, etc).
 - Insurance/Liability coverage requirements. To be developed.
 - Church-sponsored activities away from St. George’s (such as parish picnic).
 - Liability insurance requirements. **To be developed.**
- 20s and 30s Group. There are no identified risk management procedures.

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Financial Management

Within the Financial Management Ministry are the following activities:

- Financial operations. The Financial Policies and Procedures Manual describes the overall procedures and risk management for the financial operations at St. George's Church.
- Stewardship.
 - Donor privacy is a prime consideration for the stewardship committee. Donor privacy is maintained by limiting the access to individual pledge information to the absolute minimum. St. George's policy is that the Stewardship chair/co-chair and the Contributions Secretary are the only personnel authorized access to the individual pledge information. This is reinforced at the beginning of each year's annual stewardship campaign.
- Annual Audit. The Financial Policies and Procedures Manual describes the procedures and risk management for auditing the financial operations at St. George's Church.

Outreach

Within the Outreach Ministry are the following activities:

- St. George's Food Pantry.
 - Handling unruly/disruptive clients. Food Pantry (FP) managers have developed procedures in conjunction with Arlington Police Department. These instructions are maintained in the binder the Volunteers use during FP operating hours.
 - Other emergency procedures. Emergency cell phones are provided to FP volunteers for use during their shift in the Food Pantry.
- The HOST Program.
 - Handling unruly/disruptive clients. Procedures were developed in conjunction with Arlington Police Department. These instructions are maintained for the Volunteer use during operating hours.
- Human Services Outreach and Partnerships. There are no identified risk management procedures.
- San Jose Committee.
 - Handling of liability issues. **To be developed.**
 - St. George-San Jose Relationship agreement. **To be developed.**
- Discretionary Funds.
 - Audit procedures. Discretionary funds are included in the annual audit of St. George's finances.

Parish Care

Within the Parish Care Ministry are the following activities:

- Stephen Ministry. This program is not active at present, though St. George's Church remains an enrolled organization. Training and supervision requirements are specified by the Stephen Ministries organization, headquartered in St. Louis, MO. The URL for information is www.stephenministries.org.
- Healing Intercessors. Training, enrollment, and supervision are done by the Rector/Associate Rector of St. George's.
- Eucharistic and Home Communion ministers. Training is done at the local church level. Licensing is done by the Diocese of Virginia upon certification by the Rector of St. George's Church.
- Parish Sponsored Funeral Receptions. There are no identified risk management procedures.
- Transportation Aid. Taxi vouchers are provided for parishioners and others by the Rector, Parish Administrator, or Parish Care Committee chair. Invoices are certified by the Parish Care Vestry Liaison.

Worship

Within the Worship Ministry are the following activities:

- Adult Choir. There are no identified risk management procedures.
- Youth Choirs. They fall under the same Diocesan requirements as the Children and Youth Ministry area.
- Hand Bell Choir. There are no identified risk management procedures.
- Music. The Minister of Music complies with all copyright requirements and permissions.
- Altar Guild. Communion wine and service silver are stored in locked cabinets within a locked room. These items are returned to locked storage after services are completed.
- Altar Flowers and supplies. There are no identified risk management procedures.

Miscellaneous

Sea Scouts. The Sea Scouts, Ship 1942, operates under the auspices of St. George's Church. The Sea Scouts have significant oversight through the Boy Scouts of America that cover Sexual abuse policies for children and youth programs, safe boating, safe swimming, and a host of other policies. There is a summary of the Youth Protection Training requirements at <http://www.scouting.org/Training/YouthProtection.aspx>

Currently Davis Jones is the Charter Organization Representative and ensures that Ship 1942 is in full compliance with the training requirements for adults and implements those policies during all activities.